



CITY OF FRISCO

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To: Tom Johnston, Purchasing Manager
From: Ryan Wolford, Division Chief of Administrative Services
CC: Mack Borchardt, Fire Chief
Date: 10/2/2008
Re: Purchase of Miscellaneous Vehicle Maintenance and Repair Parts during FY2009

Attached please find a request for an open purchase order for \$24,000 to Napa Auto Parts. We had an open purchase order for FY2008 and respectfully request the same process for FY2009.

Napa Auto Parts is a supplier of miscellaneous vehicle maintenance and repair parts for the City of Frisco. The purchase of these parts is done on an as needed basis to maintain the Fire Department's emergency vehicle fleet as well as the utility vehicles and trucks. Napa Auto Parts is a full service fleet parts store that offers both pick-up and delivery options convenient to the Frisco Fire Department. The City is set up with Napa under their government pricing structure that ensures all pricing is at or below the jobber price list. All single purchases greater than \$500.00 will go through the formal purchasing process of obtaining three quotes.

This purchase is consistent with and fully funded in our FY2008 operating budget – 100-35-36/37 61830.

Please contact me at 972-292-6311 if you should have any questions or need clarification regarding this request